DEPARTMENT OF THE AIR FORCE
MASSACHUSETTS NATIONAL GUARD

Human Resources Office
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ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #102-27-06

OPEN DATE: 13 NOVEMBER 2026 **EXPIRATION DATE: 13 DECEMBER 2026**

Open To: All members worldwide holding the 1C371 AFSC and eligible to become members of the Massachusetts Air National Guard

Number of Positions:	**1**
Position Title:	**COMMAND POST CONTROLLER**
Unit/Duty Location:	**102d Intelligence Wing, Otis ANGB, MA**
Minimum/Maximum Grade Authorized:	**TSgt / MSgt**
Duty AFSC:	**1C371**
Required ASVAB:	**Admin 55 / General 67**
Security Clearance:	**TS//SCI**
PULHES:	**P=3, U=3, L=3, H=3, E=3, S=1**

POC: CMSgt Shane McGuire, shane.mcguire.1@us.af.mil, (508) 968-4503

HRO Remote: Catherine Gormley (508) 968-4596, email 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES
PCS Authorized

SPECIALTY SUMMARY:

Oversees and coordinates emergency action procedures, operational reporting, mission management, crisis management, and threat detection across all echelons of command. Manages and executes command and control (C2) operations within fixed, mobile, and airborne facilities, including installation and expeditionary operations centers, wing operations centers, rescue coordination centers, and higher headquarters. Provides command, control, communications, and information supporting National Defense, Homeland Security, and Department of the Air Force operations across the full spectrum of operations from peacetime to war, including emergency and disaster response, crisis management, contingency operations. Receives and disseminates critical directives and emergency action messages from national and combatant command authorities. Implements DAF and command operational reporting procedures and employs communication systems to maintain positive control of assigned forces and weapon systems. Supports chemical, biological, radiological, and nuclear (CBRN), and conventional warning and reporting activities. AFSC Duty Identifier: C2OPS. Related DoD Occupational Subgroup: 125000.

DUTIES AND RESPONSIBILITIES:

1. Receives, processes, and disseminates emergency action messages. Encodes, decodes, transmits, and relays presidential decisions to execute or terminate nuclear and conventional operations within the National Military Command System. Performs command, control, and communications (C3) functions supporting emergency plans and operations orders. Monitors execution of assigned missions—including tenant, joint, and combined

operations—by integrating data from multiple C2 nodes. Coordinates and transmits mission-type orders, including warning, tasking, planning, prepare-to-deploy, fragmentary, operation, alert, and execution orders.

2. Manages and executes the DAF reporting program. Prepares and submits operational reports (OPREP), Commander's Critical Information Requirements (CCIR), attainment/deviation reports, nuclear execution reports (NEREP), and international treaty reports. Assesses and disseminates information derived from DAF reporting.

3. Conducts flight following and manages aerospace resources, including aircraft, crews, cargo, and support elements. Relays aircraft movement and mission status between aircrews and operations centers. Coordinates mission delays with installation and external agencies.

4. Develops and maintains procedures to protect resources, preserve life, and rapidly disseminate time-sensitive information. Implements crisis actions in response to sabotage, nuclear incidents, natural disasters, missile threats, aircraft accidents, evacuations, and aerospace anomalies. Provides time-critical communications between commanders, internal agencies, and external partners during daily operations, crises, and wartime contingencies to maintain positive control of assigned forces and weapon systems. Coordinates and executes search and rescue operations. Directs immediate activation and recall of resources during disasters and monitors recovery efforts to restore essential operations following attacks, accidents, or natural disasters.

5. Coordinates with internal and external agencies during planning, execution, and evaluation of C2 operations. Executes Aerospace Control Alert missions as quick-response actions for intercept, inspection, or defeat of airborne threats. Monitors launch and space asset status.

SPECIAL QUALIFICATIONS:

1. Knowledge. Knowledge is mandatory of: Air Force organization and administration; Emergency Management the National Incident Management System and Air Force Incident Management System; C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of C2 nodes for preparing, executing, and controlling assigned forces; emergency action procedures and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.

2. Education. For entry into this specialty, completion of high school or General Education Development Equivalency is mandatory. Courses in English or oral communication is desirable.

3. Training. For award of the AFSC 1C331, completion of the All-Domain Command and Control Operations Apprentice Course or the All-Domain Command and Control Operations Apprentice Distance Learning Course is mandatory.

4. Experience. The following experience is mandatory for award of the AFSC indicated:

4.1. 1C351. Qualification in and possession of AFSC 1C331. Also, experience performing functions of C2 operations.

4.2. 1C371. Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of C2 operations.

4.3. 1C391. Qualification in and possession of AFSC 1C371. Also, experience managing and directing C2 Operations functions.

5. For entry, award, and retention of these AFSCs:

5.1. Meet mandatory AFSC aptitude, physical profile, and citizenship entry requirements as identified in attachment 4.

5.2. Entry into AFSC 1C3X1 is not open to non-United States Citizens or members with dual-citizenship status.

5.3. Must pass Reading Aloud Test as defined in current version of Medical Standards Directory (MSD).

5.4. No history of emotional instability, personality disorder, or other unresolved mental health problems, which precludes execution of daily AFSC duties and reasonable judgment, as determined by a Chief Medical Officer or competent medical authority.

5.5. Must maintain eligibility to deploy and mobilize worldwide. Personnel with an Assignment Limitation Code of C-1 or C-2 may retain AFSC 1C3X1 if capable of successfully completing all core tasks in the 1C3X1 Career Field Education and Training Plan.

5.6. Must maintain qualification IAW higher-headquarters guidance.

5.7. Initial qualification must be obtained within 180 calendar days from the date entered into training.
5.8. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management, and AFMAN 17-1301, Computer Security (COMPUSEC).

5.9. Specialty requires routine access to Tier 5 (T5) information, systems, or similar classified environments. Completion of a current T5 investigation IAW DoDM 5200.02 and AFMAN 16-1405, Air Force Personnel Security Program

5.9.1. Individuals unable to obtain a clearance within 180 days will be considered for removal from the AFSC.

5.9.2. Individuals with suspended clearances greater than 180 calendar days will be considered for removal from the AFSC.

5.9.3. Individuals retraining into the career field may enter with a Secret clearance.

5.9.4. Award of the entry level without a completed T5 investigation is authorized provided an interim Top Secret security clearance has been granted according to DoDM 5200.02 and AFMAN 16-1405, Air Force Personnel Security Program.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.

2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.

3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.

4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.

5. Must meet any Special Requirements as specified in the Position Description.

6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.

7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.

8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.

9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.

11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.

12. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

LENGTH OF TOUR:

Initial AGR tour orders are probationary. The probationary period will be a minimum three years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

APPLICATION REQUIREMENTS:

- ☐ 1. NGB Form 34-1, signed **https://massnationalguard.org/assets/ngb-form-34-1.pdf**
- ☐ 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF) – Self-Service Actions
  - Select "Personal Data"
  - Select "Record review/Update"
  - Scroll to bottom on left hand panel click "view/print all pages"
  - A printer friendly window should pop up to print, if not, right click on page and scroll down to print
- ☐ 3. Copy of last promotion order (OFFICERS ONLY) may be obtained from PRDA
- ☐ 4. Air Force Fitness Management System II (AFFMS) Fitness Report: Current, passing within 12 months
- ☐ 5. Pre-Employment Reference Check Form **https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf** (not required for current permanent MA ANG AGRs)
- ☐ 6. CORI, signed (not required for current permanent MA ANG AGRs) **https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf**
- ☐ 7. Copy of driver's license, front and back (not required for current permanent MA ANG AGRs)
- ☐ 8. Last 3 EPB/OPB *A MFR must be submitted for any missing EPB/OPB
- ☐ 9. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact HRO-Remote for template)

- ☐ Use the Wingman concept to proofread application
- ☐ All required documents must be submitted electronically as **ONE** .pdf file to Catherine Gormley @ 102.IW.HRO.Org@us.af.mil NLT 2359 on the advertisement expiration date
- ☐ Include ONLY the documents listed above